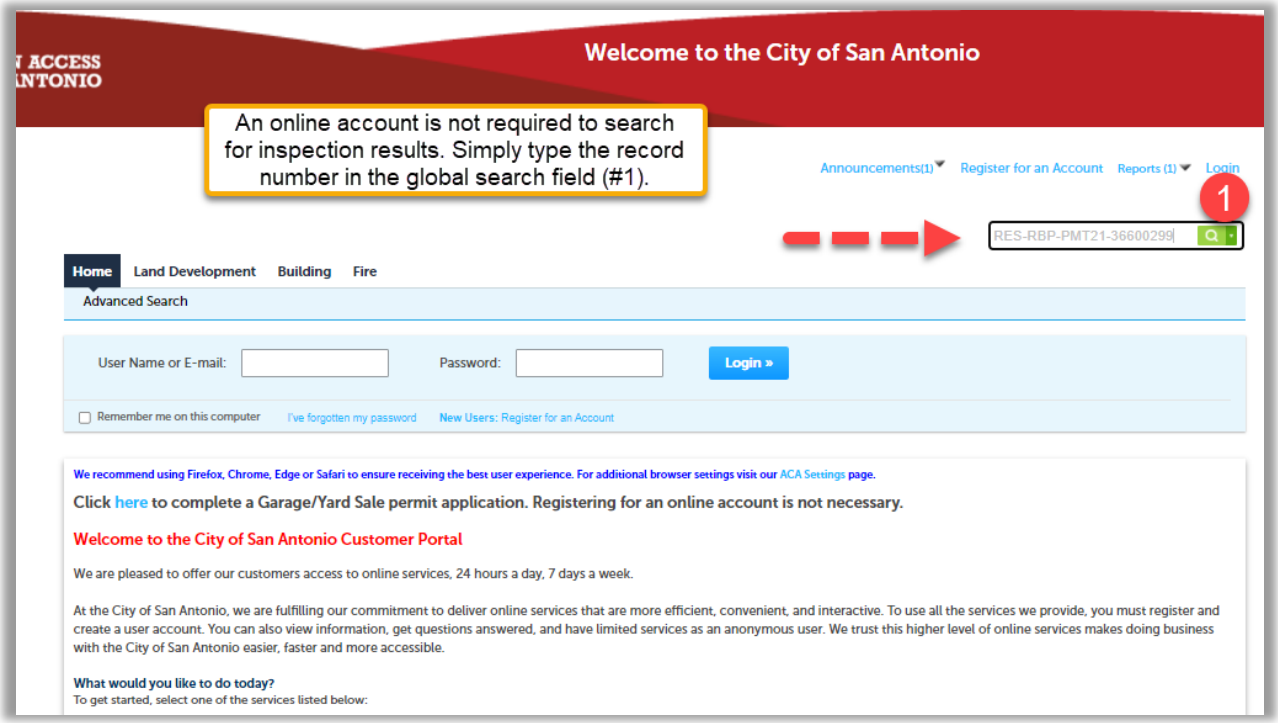
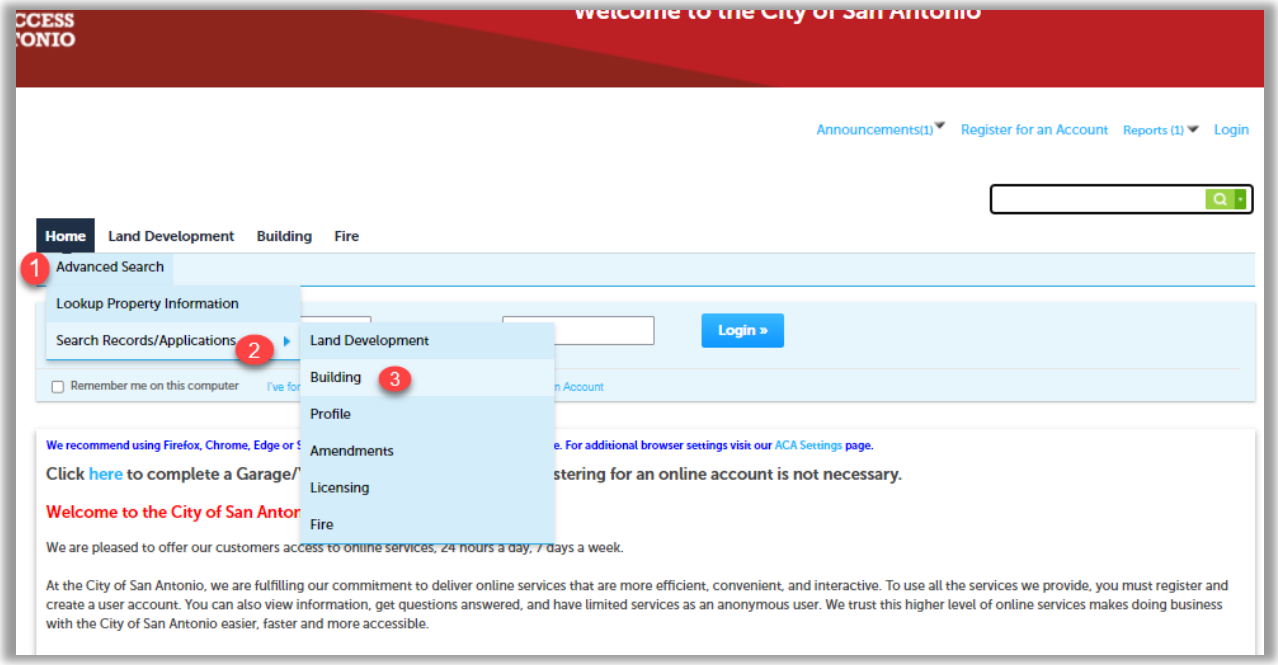
BuildSA Checking the Status of an Inspection

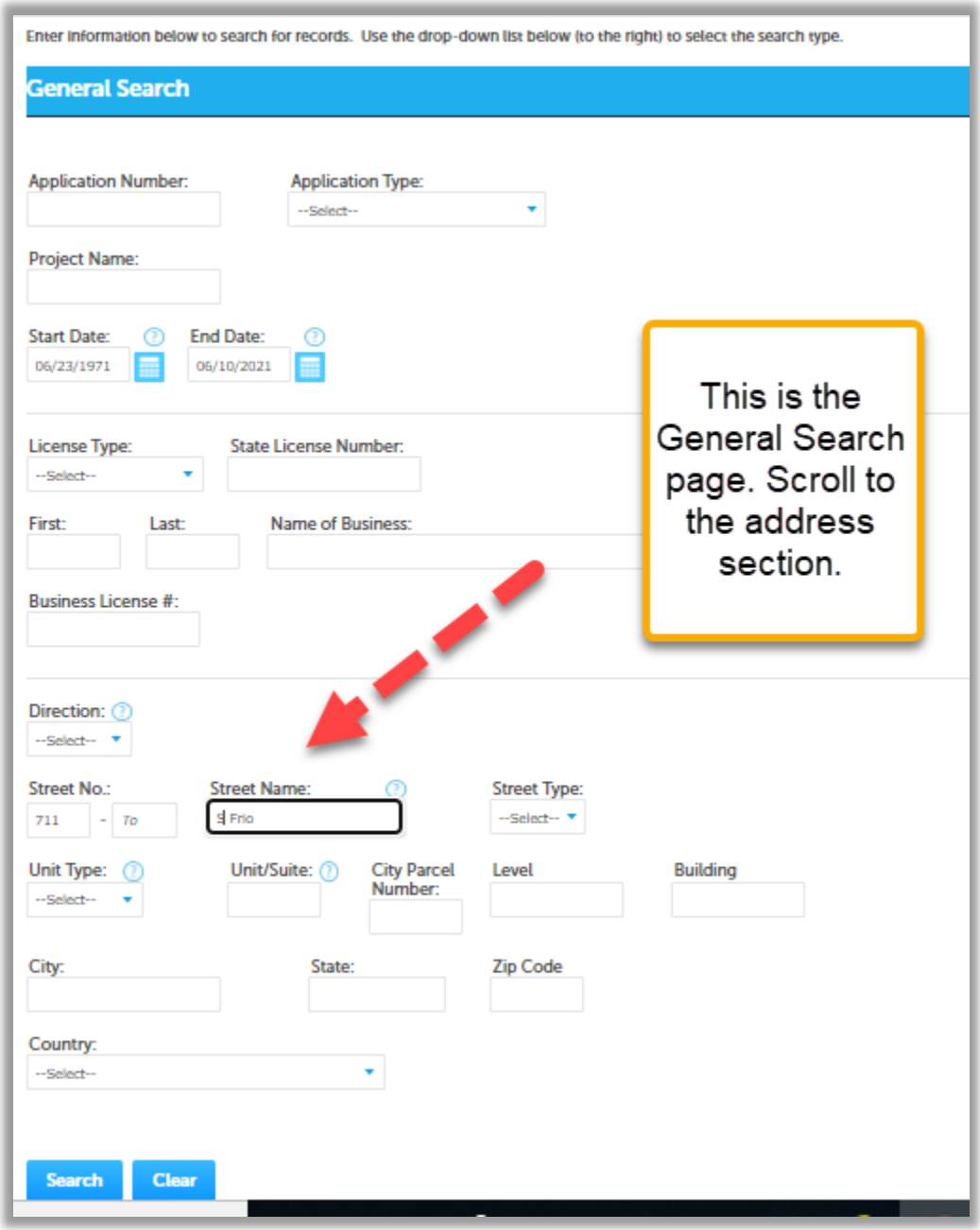
1. To access BuildSA, **click** the following link: https://aca.sanantonio.gov/CitizenAccess/Login.aspx
2. You may create an online portal account and login (this is optional). An **online account is not necessary** to view inspection status on a record.
3. **Type** the permit record number in the global search field:



4. You may also search by **address** using the *Advanced Search* option to find the permit number you are looking for (if you don't have the record number).
    a. **Click** Advanced Search (#1)
    b. **Click** Search Records/Applications (#2)
    c. **Click** Building (#3)

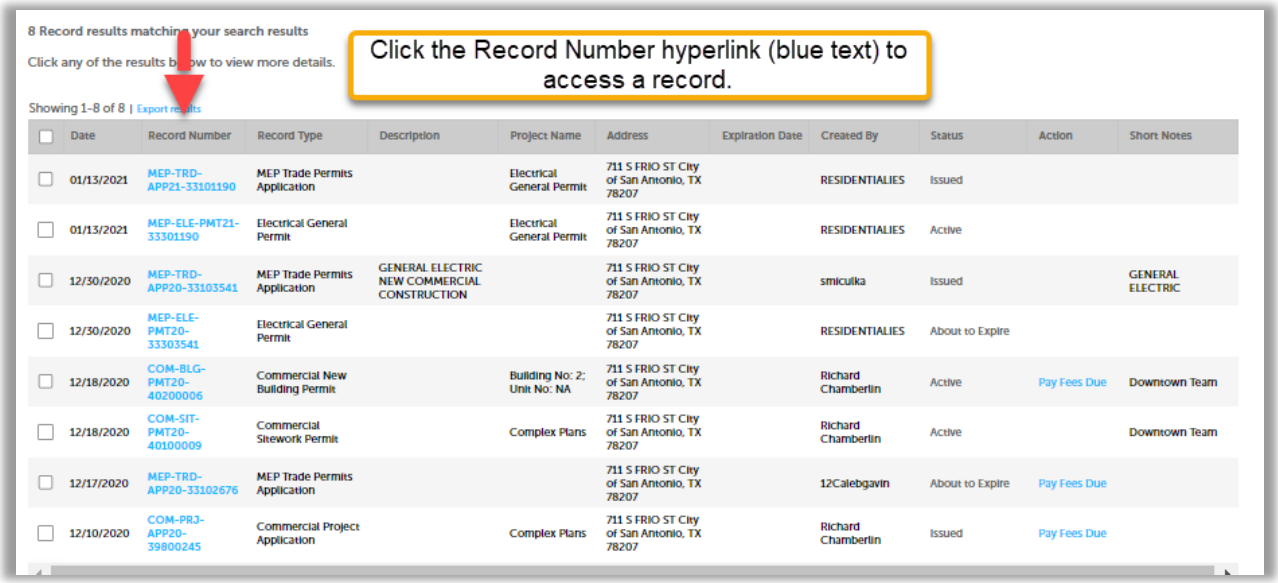


5. **Scroll** down and **type** the address.
    a. *You don't have to enter all the address information. Start off typing the Street No. and the Street Name (nothing else) and click Search (shown) The street address should be entered as it appears in the One Stop Map. In this case, the 711 S. Frio is listed as shown in the screen shot below:*



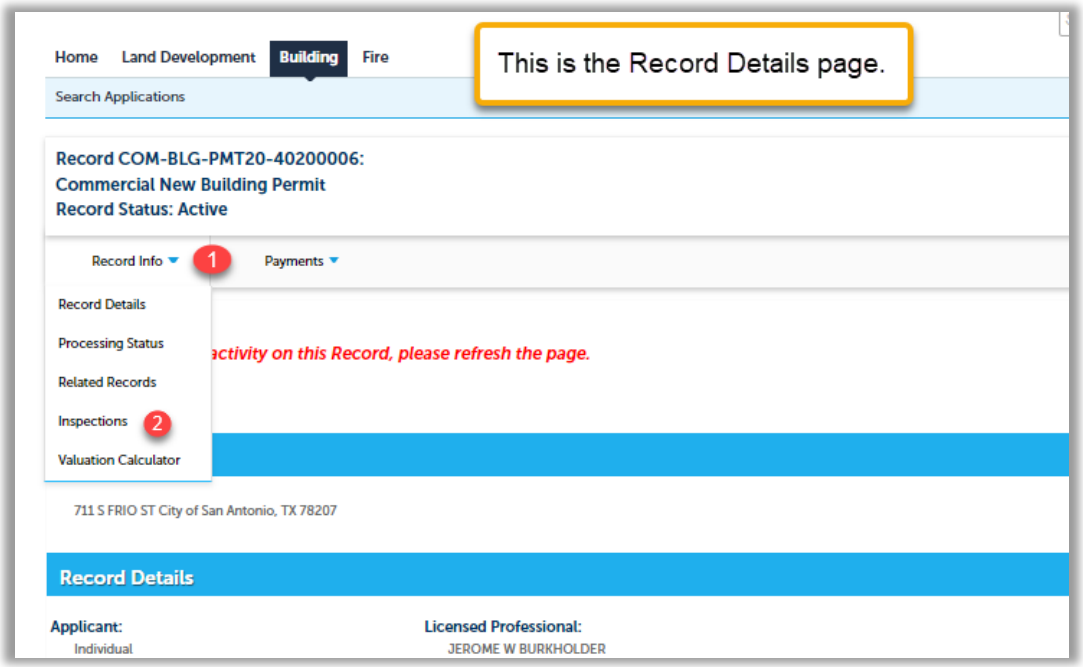
6. In this example, eight records display for this address.
    a. The record numbers with the letters PMT are the PERMITS. **Permits are the records having inspections (SITE WORK Permits have the inspections on the application- APP)**.

b. The APP is the application record the PMT is the Permit record. The Record Type column shows you which type of permit it is. Depending on which one you want to see, click the record number (blue hyperlink).

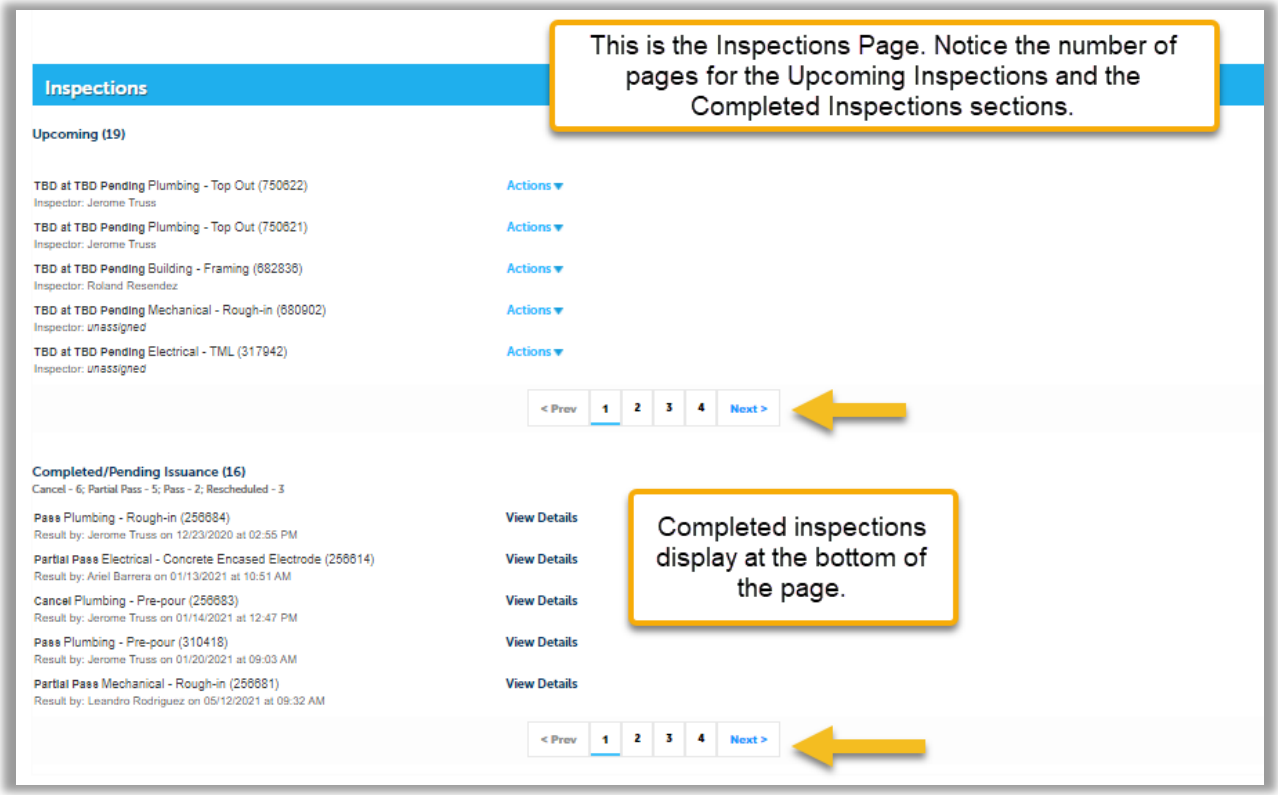


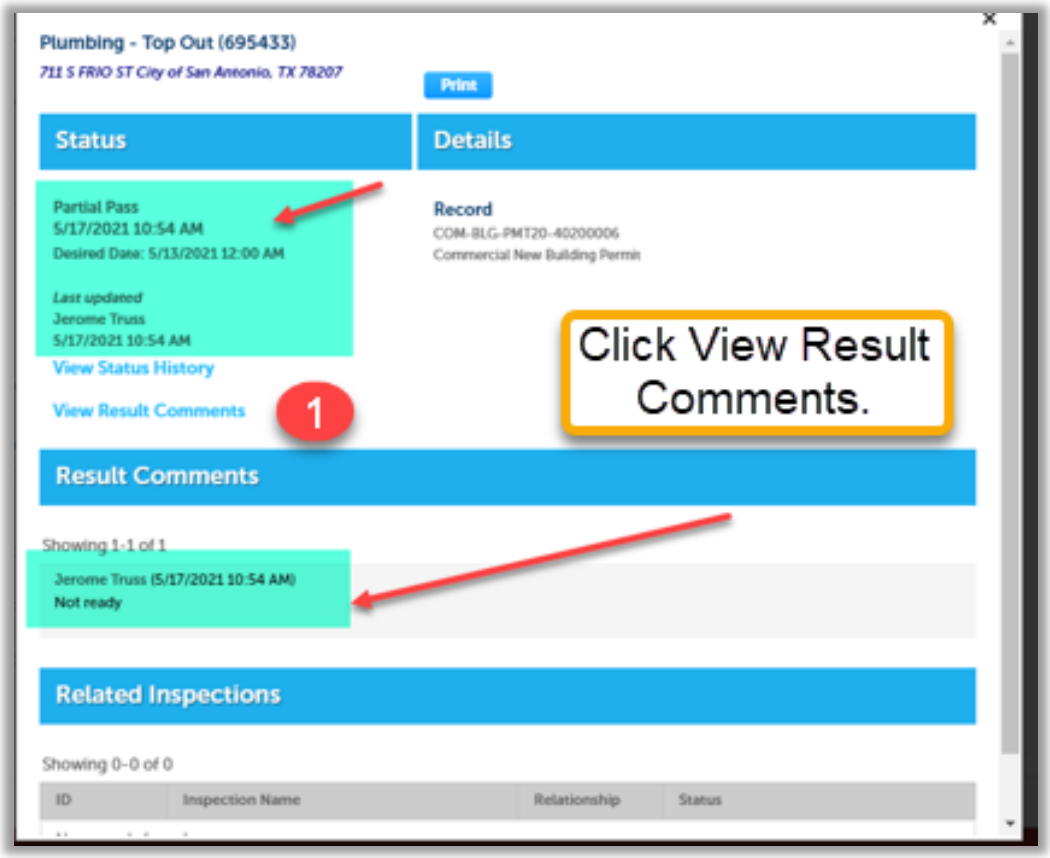
Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
01/13/2021	MEP-TRD-APP21-33101190	MEP Trade Permits Application		Electrical General Permit	711 S FRIO ST City of San Antonio, TX 78207		RESIDENTIALIES	Issued		
01/13/2021	MEP-ELE-PMT21-33301190	Electrical General Permit		Electrical General Permit	711 S FRIO ST City of San Antonio, TX 78207		RESIDENTIALIES	Active		
12/30/2020	MEP-TRD-APP20-33103541	MEP Trade Permits Application	GENERAL ELECTRIC NEW COMMERCIAL CONSTRUCTION		711 S FRIO ST City of San Antonio, TX 78207		smiculka	Issued		GENERAL ELECTRIC
12/30/2020	MEP-ELE-PMT20-33303541	Electrical General Permit			711 S FRIO ST City of San Antonio, TX 78207		RESIDENTIALIES	About to Expire		
12/18/2020	COM-BLG-PMT20-40200006	Commercial New Building Permit		Building No: 2; Unit No: NA	711 S FRIO ST City of San Antonio, TX 78207		Richard Chamberlin	Active	Pay Fees Due	Downtown Team
12/18/2020	COM-SIT-PMT20-40100009	Commercial Sitework Permit		Complex Plans	711 S FRIO ST City of San Antonio, TX 78207		Richard Chamberlin	Active		Downtown Team
12/17/2020	MEP-TRD-APP20-33102676	MEP Trade Permits Application			711 S FRIO ST City of San Antonio, TX 78207		12Calebgavin	About to Expire	Pay Fees Due	
12/10/2020	COM-PRJ-APP20-39800245	Commercial Project Application		Complex Plans	711 S FRIO ST City of San Antonio, TX 78207		Richard Chamberlin	Issued	Pay Fees Due	

7. The Record Details page displays once the record is accessed (opened). **Click** the Record Info drop-down menu arrow (#1). **Click** Inspections (#2).



8. The Inspections page displays. Completed inspections, including the status for each inspection, are listed at the bottom of the page (shown).



9. To view inspection *Result Comments* and any additional detail on an inspection:
   a. **Click** View Details.
   b. Next, **click** View Result Comments (#1).

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